



TELFOOD FEASTIVAL at Southwater, Telford Town Park

2ND & 3RD SEPTEMBER 2017

2017 EXHIBITOR BOOKING FORM

PLEASE ENSURE ALL AREAS OF THE FORM ARE COMPLETED SO WE CAN BEST MATCH YOUR REQUIREMENTS

1. YOUR DETAILS:-

BUSINESS NAME:	
ADDRESS:	
POST CODE:	
CONTACT NAME:	
TEL:	
MOBILE:	
EMAIL:	
WEBSITE:	
Do you wish this information to be made public on the exhibitor listing section on the festival website? Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. YOUR PRODUCT:- please tick the appropriate box

Is your product made by.. You? A member of your family or company? A third party?

Please give a full description of all stock you will be displaying, **your booking will be taken on the basis of what you write here and you may not be able to display anything not listed:**

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Is your product subject to a Food Hygiene Rating?

Yes No

If yes, what is your rating? And the name of your local authority?

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3. MARQUEE SPACE:-

We will provide space under our marquees, unless otherwise specified by yourselves. All prices are exclusive of VAT.

Item	Cost for 2 days	Qty Req	Total
Marquee Space (3m x 3m)	£195.00		
Own Marquee Space (3m x 3m + £20 per extra metre)	£195.00		
13 Amp Socket (1 socket = 13 Amp)	£50 per 13 amp socket		
16 Amp Socket (1 socket = 13 Amp)	£75 per 16 amp socket		
32 Amp Socket (1 socket = 13 Amp)	£150 per 32 amp socket		
Chair - Folding Type	£5 per chair		
Table - 6ft Trestle, No cloth	£7 per table		
Exhibitor Wristbands - all exhibitors are given an allocation of 3 wristbands per day, additional wristbands are available at a cost of £3 per wristband.	£3 per additional wristband, per day		
Weekend Car Parking Pass - please include your vehicle registration number below:-	£7 per vehicle pass		
Vehicle Reg:			
		Total	
		Plus VAT @ 20%	
		Total Payable	

4. YOUR FURTHER REQUIREMENTS:-

Please list ALL electrical items to be used here and the wattage required if you know it: **NB It is important that we know the wattage required so that circuits do not become overloaded.**





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5. DEMONSTRATION SPACE - we actively encourage demonstrations and may be able to provide three feet of space at no additional cost.

Yes No

Please use the box below to describe how you will be using your demo space and we will do our best to accommodate you

6. WEBSITE AND PROMOTION

All exhibitors will be listed in the exhibitor directory on our Telfood website, please use this space to write a few words that best describe your company that we can use on the website.

*Shropshire Festivals also offer full PR and marketing support packages, so please ask us for more details!
Sponsorship packages are also available starting from £500 so give your business a boost and get involved!.*

7. PAYMENT

PLEASE WAIT UNTIL YOU HAVE RECEIVED CONFIRMATION OF YOUR SPACE BEFORE PAYMENT IS MADE

I wish to pay by **BACS transfer** - PLEASE WAIT UNTIL YOU HAVE RECEIVED CONFIRMATION OF YOUR SPACE BEFORE PAYMENT IS MADE.
Please use your business name or invoice number as your reference.

SORT CODE: 08-92-99 ACCOUNT NUMBER: 69716458 PAYEE: Shropshire Festivals Ltd

I enclose cheque(s) made payable to 'Shropshire Festivals Ltd' - *please send with your booking form, the cheque will not be cashed until booking is accepted.*

CHECKLIST FOR SUBMISSION:- 1. Completed application form 2. Copy of your public liability insurance 3. Completed Food Safety Form (where applicable)
4. Payment (unless you have chosen to pay via BACS) 5. Photographs of your products / stand to support your application if necessary

YOU AGREE TO THE BOOKING SUBMISSION

I confirm that I have read and understood the Terms and Conditions of Booking and that I (or my agent acting on my behalf) agree to abide unreservedly by them.
Please sign (or enter your name if submitting online) in the box.



Shropshire Festivals Ltd, Bridge Farm, Buildwas Road, Telford, TF8 7BN
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Company Reg. Number 10083105 VAT reg. 250955889

SHROPSHIRE FESTIVALS LTD TERMS & CONDITIONS OF BOOKING

It is understood that in purchasing exhibitor space at the Telford Feastival that the festival rules and conditions will be adhered to. This Festival is being organised by the Board of Shropshire Festivals Ltd, subsequently referred to in these terms and conditions as the Event Organisers. We recommend that a copy of these conditions is kept and referred to prior to attending the event.

STOCK OFFERED FOR SALE

The Event Organisers will only accept bookings from exhibitors whose stock is acceptable. Anyone wishing to book should send photographs of their stock or provide a web address where their stock may be viewed. The event organisers will vet applications to ensure a reasonable standard of workmanship and to avoid excessive duplication of any one kind of product. When booking please describe the goods that you will be displaying, these will be the only products you will be permitted to display. Any stallholder displaying goods other than those on their original application form may be asked to remove them immediately.

EXHIBITORS ARE REQUIRED TO DO THE FOLLOWING

All exhibitors must be set up by the advertised start time. Access may be gained from noon or earlier as advised on your confirmation. You are not to clear away until the advertised finishing time. All stands or stalls are to be set up in an attractive manner and exhibitors using the tables supplied by us must supply a suitable table covering to cover the top of the table and reach the floor at the front and two sides. Boxes etc. to be stored out of sight.

Your car must be parked in spaces throughout the town as chosen by yourselves, (unless onsite parking has been purchased) and you must comply with our stewards requests to move cars or boxes etc. if we consider them to be in the way.

Exhibitors should check that their table is erected correctly and must not do anything to encroach upon gangways, exits or other exhibitors access. Exhibitors must leave your stand area clean and tidy at the end of the day.

Rubbish must be removed when you leave the site.

You should specify if you require electricity for equipment when booking. The electric point may be up to 10ft away so exhibitors should supply an extension lead. Multi-way adapters are not permitted at any venue and ALL electrical equipment must have a valid PAT test certificate.

DEMONSTRATIONS

Shropshire Festivals Ltd may provide extra space for demonstrating the product being exhibited at no extra charge. Any extra space provided must be used for this purpose, not as extra display space, and substantial demonstrations should be given throughout the day. If you would like demonstration space please state your requirements when booking. You will be advised whether or not you have been allocated demonstration space before the event.

BOOKINGS - ALL BOOKING FEES MUST BE PRE-PAID.

Payment will be accepted by cash, cheque or BACs bank transfer. If you choose to pay by cheque (which should be payable to 'Shropshire Festivals Ltd'), this must be dated for the date you submit your application. All bookings must be submitted on our current booking form accompanied by full payment as indicated above. Any bookings not submitted on our forms or not accompanied by correct payment will be returned immediately. The event organisers reserve the right to allocate you a different category of space or stall to that which you have booked but in the event that we do this, we will refund any excess payment if you are allocated a cheaper category and will not charge any more if you are allocated a more expensive category. The event organisers reserves the right to refuse or cancel any booking without giving a reason.

All Street Food positions will be closed 3 months prior to Festival / Event date.

CANCELLATION OF BOOKINGS

Cancellations will be accepted up to ONE calendar month before the date of the festival but you will forfeit a £50 deposit. Any booking cancelled at less than ONE month's notice before the festival, for whatever reason, will forfeit the total booking fee. Cancellations may be advised by phone but must be confirmed in writing. If you are not going to attend a booking that you have made you must let us know as soon as possible. Once you have notified us of a cancellation in writing we will confirm the cancellation back to you in writing. If you do not receive an acknowledgement of cancellation from us you should telephone us to check that we have received your written cancellation.

HEALTH & SAFETY

All exhibitors must have public, product & employee liability insurance and we must receive a copy along with your booking form. At all times, whilst on the site, you will ensure that your stall and surrounding area, equipment and all or any other property is in a condition that is safe for all person who may reasonably and foreseeable come into contact with it or be affected by it. The right of inspection is reserved by the Event Organisers and the Environmental Health Officer, before, during and after the festival.

FIRE SAFETY

Exhibitors are responsible for the provision of suitable fire safety equipment on their stalls. The right of inspection is reserved by the Event Organisers and the Fire Safety Officer, of all stands and equipment. No gas is allowed under our marquees and if used under your own structure, gas must be installed by a registered engineer and placed the recommended distance away.

LIMIT OF LIABILITY

The Event Organisers will do everything in our power to ensure that you have a successful festival but cannot be held responsible for damage or theft of your stock, interruption of power or services, failure of press advertisements to appear, inclement weather, astrological incompatibility or anything else beyond their control. The event organiser does not provide insurance cover for theft or damage to your stock and recommends that you adequately insure yourself against all risks. It is a condition of booking that you understand and accept that you cannot hold Shropshire Festivals Ltd responsible for any losses you sustain. If in the reasonable opinion of Shropshire Festivals Ltd (or any third party organiser) it is necessary to cancel an event because of prevailing weather conditions or any other reason no refund of booking fee or any other payment will be forthcoming. Shropshire Festivals Ltd carries £500,000 of public liability insurance.

